HRO HIGHLIGHTS and TRAINING NOTES

Human Resources Office **http://amp.nrl.navy.mil/code1800/** **March 2002**

Important Employee Action Items

Revised Human Resources Service Center-Northeast (HRSC-NE) Benefits Contacts
(See Page 16 for details)

Email Your Telework Questions and Comments to:
telework@hro1.nrl.navy.mil

Long Term Care (LTC) Insurance Early Enrollment Period:
Mar 25 – May 15

LTC Open Season:
Jul 1 – Dec 31

NRL's 2002 Retirement Seminar:
Mar 21, 22, 25, and 27

Science and Engineering Apprentice Program:
Jun 24 – Aug 16

Announcement of Awards
(See Page 13 for these and others: National Medal of Science, Bisson Prize for Naval Technology, Association of Old Crows Awards, Pecora Award (for remote sensing), and more)

Upcoming Training Notes
(See Page 14 for details)

HRO HIGHLIGHTS ON THE WEB at
http://personnel1.nrl.navy.mil/highlightsweb/ or link form Pipeline

NRL Committee is Working to Implement the Federal Government's Telework Initiative

Public Law 106-346, dated October 23, 2000, requires each executive agency to establish a policy under which eligible employees may participate in telework. Telework refers to an arrangement in which an employee performs officially assigned duties at an alternative worksite on either an occasional or regular basis. The alternative work-site may be a telecenter that is geographically more convenient than the employee's traditional work location. In some cases, it may be the employee's home.

In December, 2001, the Department of Navy issued policy that paves the way for telework implementation. Before implementing, commands and activities must work out a lot of issues and details. Last month, NRL established a Telework Development Committee. The Committee is developing policies, procedures and guidance that will permit telework by employees deemed eligible, while ensuring that there is no decrease in productivity, increase in operating costs or compromise in the availability of support services. Managers, supervisors and employees may email any and all questions and comments to **telework@hro1.nrl.navy.mil**.

Continued…

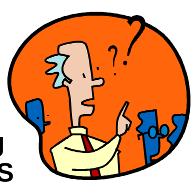
What's inside this issue…

Telework Initiative…

Continued…

While on the subject of telework, you are reminded that under existing NRL policy, division heads may approve a supervisor's request to allow an employee to work required overtime at home. Procedures are outlined in NRL Notice 12630 of April 20, 1995, "1994 Overtime Review and Procedural Change." Approval must be requested on a case-by-case basis and documented in advance of overtime worked at home, using the procedures described in the Notice. In addition, the NRL Commanding Officer may approve a division head's request to allow an employee to work regular time at home in situations that benefit NRL, such as when an employee works at home to complete a specific task or to meet a short-term need. For example, an employee may be able to complete a project more quickly away from the day-to-day demands of the office; or an employee incapacitated by illness or injury may be able to perform some work at home.

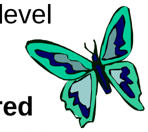
We've Been Asked-Performance Rating Answers from the CCS Staff



Q. My supervisor did not provide any end-of-cycle rating remarks on my CCS Summary Form. Is that allowed?
A. Yes. While NRL encourages supervisors to communicate with employees about their performance, CCS rules do not require the supervisor to place remarks on the CCS Summary Form. This flexibility can be beneficial to employees, particularly in instances of constructive feedback. In some cases, both employees and supervisors may prefer not to record comments on official employee records.

Q. My supervisor did not tell me my performance was deficient; yet I was considered overpaid and denied the general increase that the President approved for all Federal employees. Since my supervisor didn't tell me, don't I have a right to the general increase?
A. No. Guiding principles of sound employee management dictate that supervisors should inform employees as soon as feasible after observing that over-all performance is below pay level or otherwise failing to meet the supervisor's expectations. However, CCS rules do not require this be done as a prerequisite to general increase denial. This is because the determination that a score is low compared to current salary may not come to light until after the supervisor and pay pool panel review Yearly Accomplishment Reports and compare an employee's contributions to those of other employees in the same career track and level. In addition, while supervisors recommend scores, they may or may not be involved in corresponding pay decisions. The pay pool manager, with or without the help of the pay pool panel, makes the final pay decisions.

Q. What can I do this year to protect myself from being surprised when I'm given my next CCS results?
A. Communicate! Communicate! Communicate! If you have any doubt as to whether your perception of your performance matches your supervisor's assessment, ask for a performance review. It is important that you know whether your supervisor believes you are working within your normal pay range, and if not, that you solicit and understand the basis for this assessment. It is also important to know your supervisor's assessment regarding your potential to grow in contribution level and achieve corresponding pay increases. And if your performance is on the fast track, so to speak, you should solicit your supervisor's opinion regarding how much salary growth is likely within the confines of your organization's budget, position management, the level and volume of your position's day-to-day work requirements, and the availability of opportunities to do higher-level work.



Q. Can I be considered overpaid but still receive an acceptable performance rating?
A. Yes. The determination that your performance is acceptable or unacceptable is separate from CCS scoring. Acceptable performance ratings are determined by supervisors without higher-level approval or pay pool review. Supervisors make the determination (e.g., assess the quality, timeliness, level of work and quantity of an employee's work results) by comparing performance to the employee's performance standards. Unacceptable ratings are very serious, require second-level supervisor approval, and may become the basis for taking action to remove an employee from his/her position should the employee fail to improve performance after being given the opportunity to do so.

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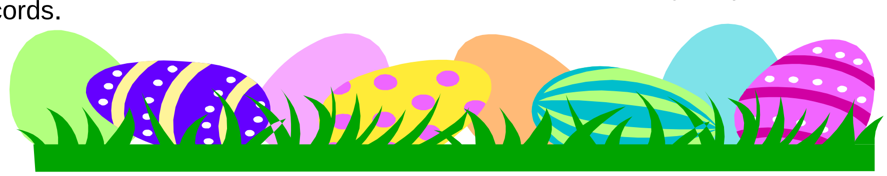

HRO HIGHLIGHTS

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CCS Questions…

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Supervisors may recommend CCS scores. Recommendations are reviewed by pay pool panels, at which time the panels refine and finalize scores for all employees within the pay pool. CCS scores are based on an employee's contributions to the organization in relationship to the employee's salary and level of work performed. Think of the panel assessment as a mini-pay classification of your position. The panel considers aspects of each employee's over-all contributions (the work that was performed well) that are indicative of a pay level. For instance, in the area of scientific and technical problem solving, the panel would consider the scope of your projects and the level of oversight you received, the complexity of problems you encountered and the creativity you demonstrated during problem resolution, the impact of your contributions, the recognition you received, etc. These are the types of factors that determine grade level under the GS (non-demo) system. In CCS, the factors specific to each employee are compared to the benchmark descriptors and discriminators for the levels associated with the employee's career track (not the performance standards), as well as to the contributions of the other employees who occupy positions in the same career track, level and pay pool.

There are various reasons why a supervisor or panel may assess an employee as overpaid and yet the supervisor does not rate the employee as unacceptable. The employee may have done a good job on lower level work that needs to be done, and freezing a portion of the employee's pay through the denial of general increases may be an acceptable alternative to more serious action such as demotion or removal. And even when the supervisor sees that the employee's failure to work at pay level is detrimental to the organization, the supervisor may postpone issuing an unacceptable rating to an employee who hasn't received the kinds of communications that good supervisory practices call for - like telling the employee his/her overpaid status is indicative of unacceptable performance that may lead to an unacceptable rating and potential removal action should performance not improve to the needed level.

Mentoring Partnerships- Ideas for Making Them Work

Mentoring is the process in which successful individuals (managers, supervisors and others) go out of their way to help others establish goals and develop the skills to reach them. *Mentoring at NRL includes opportunities to participate in our formal Mentoring Program. This article, which was written by Dr. Linda Phillips-Jones of the Mentoring Group and appears with her permission, provides a structure for formal or planned mentoring partnerships. If you would like to participate in the Mentoring Program (as either mentor or mentoree), contact the NRL Mentor Program Coordinator at (202) 767-2957 or by email at* ***dbrown@hro1.nrl.navy.mil****, or apply to the Program by completing an application located at website* ***http://amp.nrl.navy.mil/code1800/*** *(click on Employee Relations). For additional information about mentoring, check that website or the Mentoring Group's website at* ***http://www.mentoringgroup.com/****.*

Research indicates that formal or planned mentoring partnerships can be successful, especially if the right amount of structure is present. That structure includes such things as discussing expectations, agreeing on goals, and outlining a schedule to meet.

Individuals can enjoy formal mentoring relationships as a part of a program in which they are matched with appropriate partners, or they can negotiate formal relationships on their own without the benefit of a program. Either way, they have a better chance of succeeding if they follow a planned process. Here are the four stages of a typical formal mentoring partnership and some tips for each stage.

1. **Building the Relationship**

During the first few weeks, mentors and mentorees should concentrate on getting to know each other rather than upon the specifics of what they will accomplish. They can certainly talk about possible goals and ways of interacting, but don't have to rush into the "business" part of the relationship. Especially in cross-difference mentoring (e.g., partners are of different genders, cultures, or styles), spending time on knowing one another is valuable for deciding how to work together. It also builds trust.

Potential discussion topics: Why each is participating in this formal relationship; contact information and preferences; effective and ineffective mentoring each experienced in the past; job histories; schools and training attended; hobbies and other leisure interests; travels; funny lessons learned.

2. **Negotiating Agreements**

After at least a couple of informal meetings, the pairs can move into the more formal part of the arrangement. They should discuss and agree on how and what they will actually do together during the rest of their formal relationship. The exchange should be exploratory with both individuals proposing possibilities, discussing expectations and preferences, and finally agreeing what to try.

Potential discussion topics: How frequently, when, and where to meet; the probable number of months the partnership will continue; who will manage the relationship, including topics discussed and

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Mentoring Partnerships…

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logistics; how to give each other feedback; the role of the mentoree's manager; what is and isn't confidential; any limitations such as travel schedules; how the two will measure their success.

3. **Developing the Mentoree**

This is the longest phase of the partnership. It includes setting specific goals and objectives and helping the mentoree gain know-ledge, build skills, and/or modify attitudes with the help of the mentor. During this phase the mentor acts as a learning broker, sounding board, and sometime instructor/coach.

Potential discussion topics: One or two major goals the mentoree wants to achieve; specific objectives that will help the mentoree reach those goals; how to measure progress; learning activities that will be the most powerful; potential resources; a feasible and desirable time line for reaching each objective and goal. As the pair proceeds, topics can include: what the mentoree is doing well and what he/she could do even better, how to solve challenges that arise, what the mentor is observing, and how they both feel about the relationship.

4. **Ending the Formal Relationship**

Formal mentoring partnerships should come to an official end once the agreed-upon goals are met. Near the end of the formal partnership, the two should have a discussion about what they have experienced and what comes next.

Potential discussion topics: What has worked well in the relationship; what the mentoree and mentor have gained; lessons learned; how they would both like to end or continue the relationship (thanks and goodbye, continue the formal, move to an informal arrangement, build a friendship).

Long Term Care Insurance - Early Enrollment FAQ's

Here are the answers to some frequently asked questions, which may help you make your decision to enroll early in the Government's new Long Term Care (LTC) Insurance Program. For further information and updates, access the Office of Personnel Management's (OPM) LTC website at **www.opm.gov** or the LTC Partners website located at **www.ltcfeds.com**.

Q. Who should enroll during the early enrollment period?
A. This period is provided for individuals in the groups listed below who have done their research and are acknowledging that they are purchasing coverage without the benefit of reviewing the informational materials that will be provided later:

- **Employees** - This includes NRL and ONR civilian employees and members of the uniformed services with some exceptions that include NAF employees and certain temporary and intermittent employ-ees.
- **Annuitants** - Federal retirees, survivor annuitants, individuals receiving injury compensation from the Department of Labor, retirees of the uniformed services, and retired military reservists at the time they qualify for an annuity.
- **Spouses** of employees and annuitants.
- **Adult children** (at least 18 years old, including adopted children and stepchildren) of employees and annuitants).

Parents, parents-in-law, and **step-parents** of employees (but not of annuitants)

Q. Is there an upper age limit on who can apply for this insurance?
A. No. Anyone above age 18 can apply, as long as they are in one of the eligible groups. Their health will speak for itself-regardless of age, they will still have to pass the underwriting. More details regarding the underwriting can be found on OPM's website.

Q. Can I sign up my eligible family members?
A. No. If you are a Federal employee or annuitant or a member or retired member of the uniformed services, your qualified family members can apply. But you cannot sign them up yourself. And note that there is no self and family coverage option.

Q. Will all of the benefits available during the open season later in the year be available during the early enrollment period?
A. No. Your early enrollment benefit choices will be less extensive than the benefits available during the open season. For example, the lifetime benefit will not be available. The lifetime benefit is the longest length of coverage you can choose. It is the most expensive and to qualify you will be required to undergo additional underwriting.

Q. Who do I contact to get information regarding available early enrollment benefits and premiums?
A. You can sign up now to receive more information about the early enrollment benefits and premiums. Do this by accessing the Long Term Care Partners website at http://www.ltcfeds.com/ or by calling 1-800-LTC-FEDS (1-800-582-3337).

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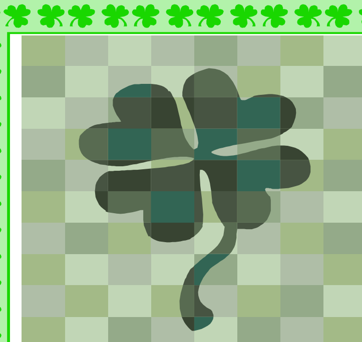

Saint Patrick's Day
March 17

LTC Questions…

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Q. Can I change benefits once the open season starts?
A. Yes, if you enroll early, you can change your benefits once the open season starts.

Q. If I enroll early, can I pay for my premiums through payroll deduction?
A. No. You will have to pay by direct billing from LTC Partners or by an automatic debit from your checking account. However, you will be able to change to payroll deduction during the open season if you wish.

Q. I already have a MetLife or John Hancock policy. Can I convert it to the Federal LTC Insurance Program and/or get some credit for it?
A. No. Existing policies from any company cannot be converted to the Federal program. You cannot get "credit" for any existing LTC insurance policy. In addition, you cannot pay premiums using the same age you were when you bought your other LTC insurance policy. Reasons for these answers can be found on OPM's website.

Q. At what age will my premium be calculated?
A. Your "billing" age will be your age on the date that LTC Partners receives your early enrollment application.

Q. If I change benefits during open season, can I preserve my "billing" age from my early enrollment?
A. Yes.

Q. If I apply during the early enrollment period, pass the underwriting and my application is approved, when will my coverage become effective?
A. The later of May 1, 2002, or the 1st of the month after your application is approved.

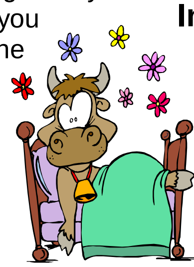
Q. When will open season elections be effected?
A. The later of October 1, 2002, or the 1st of the month after your application is approved.

Q. Can I get an early enrollment application now?
A. It will be available on the www.ltcfeds.com website and by calling 1-800-LTC-FEDS (1-800-582-3337) by March 25.

Q. What if I get the coverage but then leave the Government or get divorced from my Federal employee spouse?
A. The coverage is fully portable; you can keep it as long as you continue to pay the premiums.

Long Term Care Insurance Early Enrollment and Open Season

From March 25 through May 15, 2002, you can apply for Long Term Care (LTC) insurance by submitting an early enrollment application. If you pass the underwriting and your application is approved, you will be eligible for the insurance, and your enrollment will become effective on the later of May 1, 2002 or the 1st of the month after your application is approved.



By visiting the LTC Partners website at http://www.ltcfeds.com/, or calling their toll-free number 1-800-LTCFEDS, you can sign up to receive LTC-related materials at your home address. Qualified family members (spouses, adult children, parents) may want to register. In addition, NRL employees were told to access NTN channel 10 on March 6 from 12:30 to 1:30 EST to view a live LTC satellite broadcast. Note, however, that the more extensive education campaign associated with the subsequent LTC open season won't be in full swing during the early enrollment period. So, if you do apply early, you will be asked to acknowledge that you are purchasing coverage without the benefit of reviewing those materials.

In addition, you will be required to make premium payments directly or by bank debit since pay deduction procedures will not be in place until some time later in the year.

The LTC open season will run from July 1 through December 31. There will be staggered 60-day enrollment periods during that time. Before and during the open season, OPM's insurance partners will hold educational meetings, produce other satellite broadcasts and videos, and unveil a website containing interactive tools to help you learn about the insurance and calculate premiums. In addition, each of you will receive written information at your worksite.

Tax Benefits Associated with Long Term Care Insurance

There will be federal income tax benefits associated with the Government's long term care (LTC) insurance because it will be a "tax-qualified plan" under the Internal Revenue Service Code: Benefits (claims) will not be taxable; and you can deduct LTC insurance premiums as medical expenses to the extent that your total qualified medical expenses exceed 7.5% of your annual adjusted gross income. The amount of the deduction is also subject to other IRS limits by age.

The federal tax treatment of LTC insurance could change if the IRS code is amended. The Long Term Care and Retirement Security Act of 2001 proposes to "amend the Internal Revenue Code of 1986 to

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Tax Benefits…

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allow a deduction for qualified long term care insurance premiums, use of such insurance under cafeteria plans and flexible spending arrangements, and a credit for individuals with long term care needs."

There are also state tax benefits for purchasing LTC insurance, and these states already provide such benefits: California, Colorado, Hawaii, Idaho, Indiana, Iowa, Kentucky, Colorado, Maine, Maryland, Minnesota, Missouri, Montana, New York, North Carolina, North Dakota, Ohio, Oregon, Utah, Virginia, West Virginia and Wisconsin. Unfortunately you can't pay the LTC insurance premiums on a pre-tax basis (premium conversion). The Internal Revenue Code specifically excludes from the definition of qualified benefits "any product which is advertised, marketed, or offered as long term care insurance."

To learn more about the LTC Insurance Program for Federal employees, visit the Office of Personnel Management's website at **www.opm.gov/insure/ltc/**. You can also sign up to receive more information by calling the insurance provider, Long Term Care Partners, at 1-800-LTC-FEDS (1-800-582-3337).

NRL Temporary Clerical Services Contract--new labor categories--alternative choices!

In December 1997, NRL awarded a contract to Strategic Staffing Inc. (SSI) to provide temporary clerical staffing services to NRL-DC and its remote sites. Since that date, various NRL divisions have benefited from the services of over 300 skilled clerks, typists, and stenos on 164 task orders.

NRL managers now have additional choices to satisfy their temporary clerical staffing needs! The contract has been modified to add four labor categories to the existing three. The seven labor categories now available are Key Entry Operator II, Secretary II, Secretary III, Secretary IV, Typist, Stenographer, and File Clerk. Although these labor categories sound similar to one another, these new choices give the customer the opportunity to more accurately match the skills required for the duties of the temporary position, thus allowing for a more accurate labor rate.

All the information you need to take advantage of this service can be found at the following website **http://amp.nrl.navy.mil/code1800/**. Once at the site, click on Employee Relations, then Clerical Temporary Contract. From this site, you can obtain descriptions and rates for all of the skill categories, learn the process for acquiring an SSI contractor and the guidelines for working with and giving technical direction to the contractor, view answers to frequently asked questions, and read about SSI's strengths in furnishing your staffing needs. Detailed information about this service can also be found in NRLINST 12316.1 at website **http://directives.nrl.navy.mil/**.

You can request a temporary clerical contractor to work full or part-time hours from 1 to 5 days a week for a time period as short as one day and as long as 240 workdays. Your request can be filled within 24 hours!

High-quality service is guaranteed. In the unlikely event a client is not satisfied with the performance of SSI's employee, SSI will promptly send a qualified replacement. Referrals from NRL managers who have used this service in the past are available upon request. The COR on this contract is Dawn Brown. She may be contacted by email at **dbrown@hro1.nrl.navy.mil** or by phone on (202) 767-2957 or DSN 297-6737.

Ethics Reminder – Gifts Between Employees

Highlights provides brief overviews of the rules of ethical conduct that all employees should know and must follow. These overviews do not provide each specific rule or cover unusual circumstances. If you have a particular question or issue, seek advice from an ethics counselor in the NRL Office of Counsel at (202)767-2244 or, at NRL-SSC, (228) 688-4826. ONR employees should call *(703) 696-0191.*

What is and is not a gift?

A gift is almost anything of monetary value, such as cash, meals, paperweights, trips, concert tickets and services. Not considered gifts are: a cup of coffee, modest refreshments that are not part of a meal, and items of little intrinsic value such as greeting cards, plaques, and certificates intended solely for presentation. Car pooling and similar arrangements are not considered gifts, provided there is a proportionate sharing of cost and effort involved.

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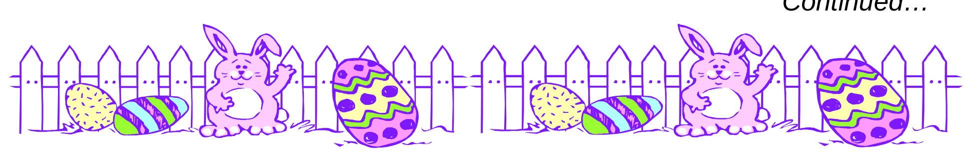

Ethics Reminder…

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What are the general prohibitions on gifts between employees?

You may not give a gift to or contribute to a gift for your official superior, which term includes your immediate boss and anyone above your boss in the chain of command in your agency. You also may not solicit a contribution from another employee for a gift for either your own or that employee's official superior. Finally, you may not accept a gift from someone who is paid less than you, unless that person is not your subordinate and a personal relationship justifies the gift.

When can I give my boss a gift or solicit contributions toward a gift?

You may give your boss a gift on an occasion when gifts are traditionally given or exchanged, such as a birthday, Bosses' Day or other annually occurring holidays such as Christmas, or after a vacation trip. At those times, gifts with a market value of $10 or less – but not cash – are permitted. For instance, you may bring a box of candy to your boss upon return from your vacation.

You may not solicit or make contributions to purchase a gift of even $10 or less for Bosses' Day or for other annually recurring occasions. You may, however, collect voluntary contributions to buy refreshments to be consumed by everyone in the office to mark the occasion.

You may invite your boss to your home for a meal or a party. If your boss invites you to his or her home, you may take the same type of hospitality gift that you would normally take to anyone else's home for a similar occasion.

You may give your boss a gift on a special, infrequent occasion of personal significance, such as marriage, illness, birth or adoption or on an occasion that ends your employee-boss relationship, such as retirement, resignation or transfer. On these occasions there is no monetary limit; however, the gift(s) must be of a type and value appropriate to the occasion, group gifts may not exceed $300, and individual contributions to a gift must be voluntary and may not exceed $10.

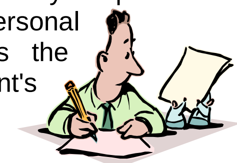
For instance, when your supervisor is in the hospital you may personally send him a $25 arrangement of flowers. When your division head is expecting her first child, division employees can take up a collection to buy her a car seat. And when your branch head is promoted to a new position in a different division and will no longer be your group's supervisor, you may collect voluntary contributions to purchase a fishing rod and tackle box. (If the promotion did not terminate the superior-subordinate relationship, you would be prohibited from soliciting or making contributions for a gift; but you could solicit voluntary contributions towards refreshments to be consumed by everyone in the office to mark the occasion.)

Remember that it is a two-way street. You may not accept gifts in violation of the above.

Gift-Giving Must be Voluntary. No one may pressure you to give a gift or contribute to a group gift. This includes solicitations to office social or sympathy funds that are used to purchase gifts or make donations in connection with special occasions like weddings, illness, or family death. Such funds are an acceptable practice so long as no one is pressured or coerced into contributing. Employees should be made aware that they may contribute as little as they choose or not at all. (And keep in mind that because beneficiaries may include supervisors or others who earn more than some contributors, such funds may be used to purchase gifts only for special, infrequent occasions.)

The Employee/Member Self Service (E/MSS) Website Has Been Updated

This service allows you to update certain pay information by telephone or by using a personal computer to access the Defense Department's pay system (DFAS) via the Internet.



Since its implementation a couple of years ago, you have been able to view and print your Leave and Earnings Statement (LES); change your own Federal tax withholding status and exemptions; stop, start or change allotments; change your correspondence address; and update your financial institution electronic fund transfer information. In addition to these options, E/MSS now allows you to stop manual delivery of your hard-copy LES; view and print your latest W-2 form; view and print your travel vouchers that were paid after October 2, 2001; change or stop withholdings from your current state of residence; and stop, start or change your savings bonds allotment. Further details are found on the DFAS home page at **http://www.dfas.mil**. If you don't have access to a computer you may call the E/MSS toll free number at 1-877-363-3677 or commercial 478-757-3119.

The access to E/MSS is controlled via the use of your Social Security Number (SSN) and a Personal Identification Number (PIN). Letters assigning a temporary PIN to all employees were issued in March 2000. If you do not know your temporary PIN, you can fax or mail the following information to DFAS in order to establish a new temporary PIN:

Name
Social Security Number
Copy of your government ID w/photo
Daytime phone number
Signature

Continued…

E/MSS Website Updated…

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The fax number for this purpose is (216) 522-5800. The mailing address is: DFAS-Cleveland/ PMCAA Attention: E/MSS, 1240 East 9th Street, Cleveland, Ohio 44199. Your new temporary PIN will be set to the last five numbers of your SSN. Please wait at least two business days before attempting to use your new temporary PIN (allow additional time if you mailed your request). You will not receive any notification that your temporary PIN has been reset.

E/MSS is a voluntary service. If you prefer the old system of making pay changes and submitting hard-copy forms, you can still visit your local Payroll Liaison. At NRL-DC, this is Code 3352.1 located in Bldg. 222, Rm. 228. SSC and Monterey employees who wish to continue submitting hard-copy forms may continue to fax the forms to the Payroll Liaison Office at (202) 767-2314 and follow up with the original in the mail.

NRL-DC is looking for scientists and engineers interested in providing enriching science experiences to promising high school students. For eight weeks starting Jun 24, mentors guide students through educational tasks designed to make useful contributions to NRL projects. Volunteers complete a Science and Engineering Apprentice Program (SEAP) mentor application form available from the Employee Relations website located at the following **http://amp.nrl.navy.mil/code1800/** Volunteers are accepted between now and date of Program start, but are urged to apply by 7 Mar - the date student applications become available for selection by volunteers.

References and Resources for the NRL Demonstration Project

The Demonstration Project website is located at the following: **http://amp.nrl.navy.mil/code1800/**. It has a wealth of resources for supervisors and employees, including:

- A tutorial and a video that walk users through the entire Demo project
- Statistics describing the results of each CCS appraisal period
- The Federal Register Notice that implemented NRL's Demo Project
- The CCS element charts
- The Demonstration Project pay schedule
- Templates for providing information in a number of circumstances (such as Promotion Nominations)

The Employee Relations website at **http://amp.nrl.navy.mil/code1800/** includes guidance and information on appraisal and awards programs, grievances, and handling unacceptable performance situations. It also includes links to most of the directives listed below.

The following NRL Instructions and Notices related to the Demonstration Project may be accessed from the NRL Directives website located at **http://directives.nrl.navy.mil/**:

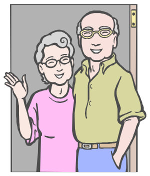
- NRL Notice 12470 of 11 Aug 00, Contribution-based Compensation System (CCS)
- NRL Notice 12470 of 12 Sep 01, Distinguished Contributions Allowance
- NRL Notice 12500 of 15 Feb 01, Information Technology Staffing Allowance
- NRL Notice 12511 of 08 Sep 00, Delegation of Classification Authority for NRL Positions
- NRL Notice 12000 of 12 Sep 01, Policy Changes Regarding Promotions and Time-off Awards
- NRL Instruction 12335.5 of 14 May 01, Promotion of Full-Time Permanent Employees Under the NRL Demonstration Project
- NRL Instruction 12451.1A of 20 Jul 98, Incentive Awards Program
- NRL Instruction 12771.1B of 20 Oct 98, Grievance Procedures

We've Been Asked - TSP and New IRS "Catch Up" Rules

Q. I've noted that the 2002 Federal tax rules contain a provision for "catch up" 401K contributions for employees over the age of 50. This is covered in IRS Publication 553. For 2002, the "catch up" amount is $1,000 (increasing in later years). How can I take advantage of this and have an extra $1,000 added to my TSP contribution, above and beyond the 2002 IRS limit of $11,000?

A. At least two pieces of legislation have been introduced that would authorize employee catch-up contributions to the TSP for individuals age 50 and older. This legislation follows a change in the IRS Code that allows qualified plans to offer this new type of tax-deferred catch-up contribution and still be in compliance with the Code. However, before they can do so, their plan documents must be amended. For private sector 401(k) plans, the plan sponsors can make this change. However, in the case of the TSP, the plan document is the Federal Employees' Retirement System Act of 1986, a statute which can be amended only by Congress. Introduced legislation would accomplish this modification, and would take effect at the earliest practicable date after enactment. For updates, access **www.tsp.gov** and click on Legislative Updates.

2002 Social Security Benefit/Tax Changes



Social Security beneficiaries and Supplemental Security Income recipients will receive a 2.6 percent cost-of-living adjustment for 2002. Other important 2002 Social Security information is as follows:

- The tax rate for an employee is 7.65 percent. This tax rate is the combined rate for Social Security and Medicare. The Social Security (Old Age, Survivor, and Disability Insurance (OASDI)) portion is 6.20 percent on earnings up to the applicable maximum taxable amount. The Medicare portion is 1.45 percent on all earnings.

- The maximum earnings taxable (OASDI only) is $84,900.

- The amount of earnings required for a credit/quarter of coverage is $870.

- The Retirement Earnings Test has been eliminated for individuals age 65-69. It remains in effect for those ages 62-64. A modified test applies for the year an individual reaches age 65. The earnings for the year an individual reaches age 65 is $30,000 and applies only to earnings for months prior to attaining age 65. One dollar in benefits will be withheld for every $3 in earnings above the limit. There is no limit on earnings beginning the month an individual attains age 65.

- The Retirement Earnings Test-exempt amount for individuals under age 65 is $11,280. One dollar in benefits will be withheld for every $2 in earnings above the limit. Note: Any Federal Employees' Retirement System (FERS) annuitant who is receiving a FERS annuity supplement (unless he or she is under age 55 and retired under one of the special provisions of law) will have his or her annuity supplement offset in 2003 by $1.00 for every $2.00 over this amount earned in 2002.

- The maximum Social Security benefit for a worker retiring at age 65 is $1,660 per month.

For further information on Social Security benefits, go to website **www.ssa.gov**.

Court Orders and Health Insurance Coverage

When you divorce with a court order requiring you to provide health insurance to a former spouse and children, your former spouse is no longer considered an eligible family member under the Federal Employees Health Benefits (FEHB) Program. You must provide health insurance for your former spouse through some other means. Your former spouse may enroll in Temporary Continuation of Coverage, or if your former spouse is entitled to a portion of your retirement annuity he/she may enroll in FEHB under the Spouse Equity Act, upon approval from the Office of Personnel Management. You can cover your biological or adopted children under your self and family enrollment regardless of where your children live. If the children are your former spouse's, then the former spouse needs to provide coverage.

When a court order entitles your former spouse to a portion of your retirement annuity and the annuity ends upon your death, your former spouse's FEHB coverage will also end. Your former spouse will have the option to convert his/her FEHB to a private plan after it is terminated.

The FEHB Children's Equity Act of 2000 requires mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their children. If you are subject to such an order, you must enroll in self and family coverage in a plan that provides full benefits to your children in the area where they live or provide documentation that you have other health coverage for the children. (The issuance of a court or administrative order requiring you to provide such coverage is a change in family status that allows you to make an enrollment change.) If you fail to provide the required coverage, your employer must enroll you involuntarily for self and family coverage in the standard option of the Blue Cross and Blue Shield Service Benefit Plan (enrollment code 105).

Court or administrative orders must be received by the ordered employee's federal government agency on or after October 30, 2002. In NRL/ONR's case, receipt is by the HRSC-NE. Anyone can submit the order.

The conditions in this paragraph apply unless and until you provide documentation that you have other coverage for the children. If the court/administrative order doesn't specify a time limit on the coverage, you must keep the self and family enrollment until the last child marries or reaches age 22. During open season or when there's an event allowing an enrollment change, you can change to a different plan that provides full benefits where the children live. Should you enter a nonpay status, you cannot terminate your coverage; you must make direct premium payments or incur a debt to be repaid when you return to pay status. (Note that employees cannot continue FEHB coverage after one year in a nonpay status, even if subject to a court or administrative order.) If you are eligible to carry FEHB coverage into retirement, and you retire, you must continue the family coverage.

Everything Must Change – Including Relationships

Ralph Surette, Ph.D
NRL-DC C/RS

Everything changes over time, including relationships. We may not be conscious of this as we go from day to day; but when we take stock of where we are in a relationship, we often determine that it's different. It may have deepened or become more constant, more intimate, or more comfortable. It also may have become strained, less frequent, or more guarded. Change in relationships can be both positive and negative. Change also can be just different - like the way our relationship with our parents changes.

The key to feeling that relationships are the best they can be is to thoughtfully consider them now and again. The following worksheet can help you. Think of some people with whom you've had a relationship. Write their names in the first column opposite the number of years you've known them. Also indicate how that person is related to you (cousin, parent, friend, teacher, coach, co-worker, etc.). In the second column, write one or two ways in which the relationship has changed over the years.

Years in relationship	Name/relationship to you	How relationship has changed
16-17 years		
12-15 years		
8-11 years		
4-7 years		
1-3 years		
Less than 1 year		

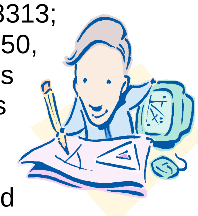
This process can help you recognize changes and act accordingly. This may mean learning to live with discomfort--that may be the best we can do with some relationships.

When we realize that a relationship brings us joy and comfort, it's important to let the other person involved know how valuable s/he is in our lives. Send a card or simply say, "I'm glad you're my friend/parent/teacher/coach" and then continue to enjoy the benefits of a rewarding relationship.

Civilian Employee Assistance Program Services. When you experience difficulty coping with either work-related or personal matters, consider contacting a Civilian Employee Assistance Program (CEAP) counselor. The CEAP offers free, private, and confidential short-term counseling for employees and their family members. If you require more than short-term help, you will be referred to affordable and appropriate community resources. The CEAP includes the contractor staff of the NRL-DC Counseling/Referral Service (C/RS), at (202) 767-6857; the NRL-SSC CEAP Coordinator, Ms. B. J. Darrow, at (228) 688-4518; and the NRL-MRY CEAP, which is serviced by Federal Occupational Health at 1-800-222-0364.

Changing Career Fields from Technician to Professional Engineer

There are a number of ways that technicians can become engineers without first obtaining a degree in engineering. Interested candidates should review the options available and meet with their supervisor to determine if it's possible to structure a plan that will meet one of the requirements. Code 1810 staff members are available to provide assistance at 202-767-8313; and Judy Cabos, Code 1850, at 202-767-2365 is available to discuss opportunities for training courses and to assist in developing a structured training plan.



To be minimally qualified as an Engineer, NP-II, engineering/ electronics technicians must have a combination of education and experience that furnishes a thorough knowledge of the physical and mathematical sciences underlying professional engineering as well as a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. This knowledge and experience must be demonstrated by one of the following:

- Current registration as a professional engineer by any state, the District of Columbia, Guam, or Puerto Rico; or
- Evidence of having successfully passed the Engineering-In-Training (EIT) Exam given by a state board of examiners (see EIT Exam article, this issue of Highlights) and completion of all requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college/university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences,

Continued…

Changing Career Fields…

Continued…

or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology; or

- Completion of 60 semester hours of college courses in any of the physical, mathematical and engineering sciences that meet basic professional engineering curriculum requirements. This includes differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: a) statics, dynamics; b) strength of materials; c) fluid mechanics, hydraulics; d) thermodynamics; e) electrical fields and circuits; f) nature and properties of materials; and g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics; or

Completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, and at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance.

To qualify as an Engineer, NP-III from a technician position, candidates must:

- Meet the requirements identified for an Engineer, NP-II, described above; and
- Have at least one year of professional engineering experience equivalent to the NP-II level. (This experience may be gained by being detailed to an Engineer, NP-II position working under the supervision of a professional engineer.); and
- Show extraordinary achievements, e.g., important patents, principle authorship, invited talks or equivalent accomplishments.

If clarification is needed to determine whether experience meets the criteria of professional engineering experience, a panel of two or more subject matter experts may be convened to make that determination.

Competition through the Merit Staffing Program will be required for any candidate who has not already competed for a position with promotion potential equivalent to the NP-III level. Candidates who are currently Technicians, NR-IV or above can be competitively selected for positions (if qualified) at the NP-II level and receive maintained pay, providing the vacancy is advertised as a developmental position and a formal training plan is developed.

Engineering-In-Training (EIT) Exam

The EIT test is the first part of the professional registration examination for engineers in the various states. It's a test of engineering fundamentals generally taken by engineering school seniors or recent graduates. Those who pass are certified as Engineer-In-Training. (The second part of the registration examination, covering practice in a branch of engineering, is taken after a specified period of experience required for registration as a professional engineer). The EIT test is used to aid in determining whether technicians without a degree in engineering have a knowledge and understanding of mathematical, physical, and engineering sciences required to perform professional engineering work. This test is not to be considered as being in lieu of the requirement for at least 4 years of experience and/or education that might be regarded as providing such knowledge. The EIT test is developed and administered by the State Board of Engineering Examiners in each state or comparable jurisdiction. You may obtain information on the EIT test in your area by contacting one of the appropriate offices listed below or if the one you need is not listed, go to **http://www.drblank.com/copebrds.htm** for a complete listing by state:

CALIFORNIA
Board Professional Engineers and Land Surveyors
2535 Capitol Oaks Dr., Ste. 300
Mail: (P.O. Box 349002, 95834-9002)
Sacramento 95833-2919
Cindi Christenson, P.E., Executive Director
Lisa Wood, Board Secretary
Telephone: (916) 263-2230
Fax: (916) 263-2221
Email: **bpels@dca.ca.gov**

DISTRICT OF COLUMBIA
Board of Reg. for Professional Engineers
614 H Street, N.W., Rm. 923
Washington 20001
Linda E. Dixon, Board Representatives
Telephone: (202) 727-7833
Fax: (202) 727-7662
Email: **dceboard@worldnet.att.net**

MARYLAND
State Board of Reg. for Professional Engineers
500 North Calvert Street, Rm. 308
Baltimore 21202-3651
Mary E. Mays, Executive Director
Latesa Conaway, Administrative Secretary
Telephone: (410) 333-6322
Fax: (410) 333-0021
Email: **dmatricciani@dllr.state.md.us**
Website: **http://www.dllr.state.md.us/**

State Board of Reg. for Professional Land Surveyors
501 St. Paul Place, Rm. 902
Baltimore 21202
Mary E. Mays, Executive Director
Deborah Evans, Administrative Secretary
Telephone: (410) 333-6322
Fax: (410) 333-6314

Continued…

EIT Exam…

Continued…

LOUISIANA
State Board of Registration
for Professional Engineers and
Land Surveyors
10500 Coursey Blvd., Ste. 107
Baton Rouge 70816-4045
H. Glen Kent, Jr., P.L.S., Executive Directory
Michael Boudreaux, P.E., Deputy Exec. Secretary
Telephone: (504) 295-8522
Fax: (504) 295-8525
Louisiana's HomePage

MISSISSIPPI
State Board of Registration
for Professional Engineers and
Land Surveyors
(Suite 501, The Robert E. Lee Bldg., 239 N. Lamar, 39201)
Mail: P. O. Box 3
Jackson 39205
Rosemary Brister, Executive Director
Telephone: (601) 359-6160
Fax: (601) 359-6159
Email: Mississippi Board

VIRGINIA
Board of Architects, Professional Engineers,
Land Surveyors, and Landscape Architects
Department of Professional & Occupational Regulation
3600 West Broad Street
Richmond 23230-4917
Mark Courtney, Administrator
Telephone: (804) 367-8514
Fax: (804) 367-2475

Unemployment Compensation for Federal Employees

The Unemployment Compensation Program provides payments to workers who've lost jobs through no fault of their own, and who are ready, willing and able to work. Also, payments may be available to employees placed in a nonpay status. Payments are made for a limited time (typically 26 weeks max) so that workers can meet basic needs while searching for employment.

The Program is administered by states as agents of the Federal Government. You may file a claim in any state. In general, the law of the last state you worked in will be applied to determine your eligibility for benefits. For NRL-DC employees, DC law applies and can be accessed at the following website http://does.ci.washington.dc.us/. Non-DC employees can access www.ows.doleta.gov.

Upon your separation from service, the Human Resources Service Center, NE will provide forms you would need should you desire to apply for benefits. These forms are also available to employees who have been in a nonpay status for at least seven days.

NRL Retirement Seminar

Mark your calendars! NRL-DC's 2002 Retirement Seminar is just around the corner. The seminar consists of four sessions, March 21, 22, 25, and 27, 2002, from 8:00 a.m. until 12:00 p.m., in Bldg. 28. Each session includes a question and answer period. Reservations are not required.

ONR and NRL employees who are eligible to retire within 5 years, and their spouses, are cordially invited to attend the "Retirement" portion of the program. The sessions on "Wills, Estates, Trusts, and Income Tax" are open to all employees and their spouses. The sessions have been scheduled as follows:

March 21, 2002: Civil Service Retirement System (CSRS); Presenter: Dave Redden
March 22, 2002: FERS, Social Security, Medicare, FEHB; Presenter: Dave Redden
March 25, 2002: Income Tax and Investments; Presenter: Karen Schaeffer
March 27, 2002: Estates, Trusts, and Wills; Presenter: Karen Schaeffer

If you need an interpreter, or if your spouse is attending and needs a visitor's pass, please contact the HRO Service Desk on 202-767-3031 or send an email to mailto:HROServiceDesk@hro1.nrl.navy.mil.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund	I Fund	S Fund
Feb 01	(9.12%)	0.87%	0.42%		
Mar 01	(6.33%)	0.51%	0.45%		
Apr 01	7.78%	(0.42%)	0.43%		
May 01	0.65%	0.61%	0.47%	(4.13%)	1.42%
Jun 01	(2.42%)	0.39%	0.47%	(3.99%)	0.66%
Jul 01	(0.98%)	2.22%	0.48%	(1.79%)	(4.13%)
Aug 01	(6.27%)	1.20%	0.45%	(2.58%)	(4.32%)
Sep 01	(8.05%)	1.15%	0.43%	(9.95%)	(12.5%)
Oct 01	1.85%	2.12%	0.41%	2.47%	5.09%
Nov 01	7.62%	(1.37%)	0.37%	3.56%	7.84%
Dec 01	0.88%	(0.61%)	0.42%	0.52%	5.31%
Jan 02	(1.47%)	0.79%	0.45%	(5.33%)	(2.02%)
Previous 12 Months 2/2001 – 1/2002	(16.22%)	7.68%	5.38%	(26.07%)	(15.47%)

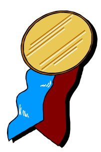
Percentages in ( ) are negative.

Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL-HRO, Code 1850, or the ONR Training Branch (exceptions noted). Access the HRO's Performance Appraisal and Awards website from the Employee Relations menu at **http://amp.nrl.navy.mil/code1800/** for detailed criteria and format, a calendar of other upcoming awards, and other helpful information in this area.

NATIONAL MEDAL OF SCIENCE

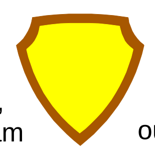
Due April 1, 2002



Sponsored by the President's Committee on the National Medal of Science to recognize individuals for their outstanding contributions to knowledge in the physical, biological, mathematical, engineering, or social and behavioral sciences.

DR. ARTHUR E. BISSON PRIZE FOR NAVAL TECHNOLOGY ACHIEVEMENT

Due April 1, 2002



Given annually by CNR to a DoN current or former scientist, engineer, or S&T program manager whose program best exemplifies the qualities of Dr. Bisson's achievement, by having a significant direct transitional impact from S&T to naval operations or systems in the previous year.

WARNER W. STOCKBERGER ACHIEVEMENT AWARD

Due April 1, 2002

Given by the International Personnel Management Association to recognize and honor a person in public or private life who has made an outstanding contribution toward the improvement of public personnel management at any level of government. Employees exhibiting the following attributes and achievements are eligible for nomination: (1) encouraging acceptance of personnel administration principles as an aid to better management; (2) skillful application of personnel administration principles to any group of employees; (3) leadership in favor of sound personnel principles by developing, sponsoring, or promoting progressive legislation; (4) leadership in developing creative responses to new and unusual challenges in personnel management; and (5) distinguished teaching, authorship or research.

ASSOCIATION OF OLD CROWS (AOC) AWARDS

Due April 1, 2002

Given to recognize individuals and units that because of their outstanding performance have furthered the aims of the AOC in support of United States or allied Electronic Warfare and Information Superiority.

WILLIAM T. PECORA AWARD

Due May 1, 2002

This annual award is sponsored jointly by the Department of the Interior and the National Aeronautics and Space Administration to recognize outstanding contributions by individuals or groups toward the understanding of the Earth by means of remote sensing. Any individual or group working in the field of remote sensing of the Earth is eligible to receive the award.

OUTSTANDING DON EMPLOYEE WITH DISABILITIES

Due May 11, 2002

This award is presented by the Secretary of the Navy at a Pentagon ceremony. The award recognizes DoN employees who have demonstrated job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors and exhibited courage and initiative in overcoming disabilities. It also serves to heighten awareness on the part of DoN employers of their responsibility as managers to provide employment opportunities to a valuable source of DoN workers.

HISPANIC FIVE POINT PROGRAM RECOGNITION AWARD

Due May 20, 2002

This award recognizes military and civilian personnel who through their personal commitment and professional initiative have made demonstrable contributions in recruiting, retaining, and providing career advancement opportunities to Hispanic civilian employees in support of the Secretary of the Navy's Hispanic Five Point Program.

TRAINING NOTES

NRL Human Resources Office Training Information

NRL Training Office: Code 1850
Voice: (202) 767-2364
Fax: (202) 767-1902
Points of Contact: Judy Cabos,
Email: jcabos@hro1.nrl.navy.mil
Charlene Proctor,
Email: cproctor@hro1.nrl.navy.mil
HRO Training Website:
http://amp.nrl.navy.mil/code1800

ONR Contact for NRL advertised training: Lasondra Gray, Training Office, (703) 696-5054

NRL encourages you to improve your skills and knowledge to better meet the needs of our organization and your own growth. The HRO supports this by making you aware of a variety of training sources. We advertise training opportunities on the HRO website, by email and in HRO Highlights.

Our training website provides a link to Form DD 1556, which you must complete for all training (unless otherwise specified in the training announcement). We welcome your comments, questions and suggestions.

Remember that you are not enrolled in a class until you receive confirmation. To receive confirmation, include on your DD 1556 your current voice and fax number and email address. If you don't receive a confirmation prior to the start of a class, contact the organization that is sponsoring the training.

Updating Employee Training Records – Who's Responsible for What and When: Your official government training record is maintained at the HRSC-NE in Philadelphia. NRL employee training records are updated in one of three ways, depending on the type of course taken.

By Employee: For training you take at a site away from NRL, whether paid for by you or by your division, if you want that training to be recorded in your official record, **you** must send a copy of the completed training request (DD 1556) to the HRO, Code 1804, for forwarding to the HRSC-NE. Individual college classes and short courses given at the USDA are examples of this type of training. Before entering the information in your official record, the HRSC-NE requires that Block 36 of the DD 1556 be completed and signed. Even though block 36 indicates that a school official should certify the completion of training, you may self certify and sign this block.

By Administrative Officers (AO): For training contracted and paid for by your division and held at NRL (includes classes with topics specific to a division and attended by its employees), your **AO** must forward to the HRO, Code 1804, a completed training request (DD 1556) with a list of the participants and their social security numbers. Even though Block 36 indicates that a school official should be the signer, the AO will complete and sign that block. Once received, the HRO will forward the form and list to the HRSC-NE.

By the HRO: For training classes facilitated by the HRO (whether paid for by the HRO or by other NRL divisions), the HRO completes a DD 1556, including Block 36, and forwards this form and a list of participants and their Social Security Numbers to the HRSC-NE. The Contracting Officer's Representative class and the Principal Investigator class are examples of this type of training..

To ascertain what's in your training record, see your administrative officer, who can access the record for you.

TRAINING SOURCES AND SCHEDULES

E-Learning Training Source

All Navy civilians, active or retired military or their dependents can now access the courses and links to sites for career development, research and libraries at http://www.navylearning.com. The site includes a variety of personal and professional development courses, which may be taken at **no cost** to you or your activity. Check this site periodically for new offerings. Courses may be taken at home or at work with the approval of your supervisor. At the login screen enter the requested information. If you have any difficulty, the Desk/Customer Assistance Center can be reached at (877) 253-7122 (toll free) or DSN 922-1828.

National Independent Study Center (NISC) Correspondence Training

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after course completion. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. A list of their courses can be accessed through the Graduate School, USDA site (see below) or through a catalog maintained by the HRO. You may call NISC at (303) 236-8525 or email them at **nisc@grad.usda.gov**.

Graduate School, USDA

The Federal Government's trainer, the Graduate School, USDA, is increasing their Information Technology staff in order to remain current with rapidly changing topics. In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital, organizational change and knowledge management. Visit their website at **www.grad.usda.gov** or call (202) 479-4970. For organizational development services, call Gary Dzurec at (202) 314-3464 or click on Special Programs from their website. The NRL HRO maintains a catalog.

Naval Financial Management Career Center (NFMCC)

The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at **no cost** to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-02. Please visit their website for further information and course schedules at **www.nfmc.navy.mil/edfmc.htm**.

The Institute for Management Studies (IMS)

IMS conducts one-day seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each seminar is an interactive workshop on a different topic, presented by a different speaker and attended by 60 to 100 senior managers from the federal government and large corporations. IMS speakers are faculty from major university business schools or are well-known and respected management consultants. Monthly seminars are held in 21 cities in the US and 5 cities in Europe and Canada. Review the schedule at **www.ims-online.com**, click on "Member Services, enter the password "navy", and then click on the city of interest. To register, call the IMS chairman listed under each city and then complete a DD Form 1556. Two upcoming courses are listed below.

Becoming an Uncommon Leader: Communication, Motivation & Support

March 22, 2002 at Greenbelt Marriott Cost $225

This session will address why managers who are thrust into leadership roles often fail to live up to their potential as leaders. The participants will examine the positive attitude of successful leaders and their ability to motivate and hold people accountable, to set and communicate attainable goals, and other attributes that make them respected leaders in their organizations. Mr. Lewis Timberlake is the facilitator for this session. He has delivered training programs, seminars and keynote speeches for 25 years to corporations like American Airlines, AT&T, and General Motors. He is a faculty member of the IBM Advance Business Institute and the GTE Middle Management College.

The Manager as Mentor

April 12, 2002 at Tyson's Corner Holiday Inn Cost $225

Successful leaders in the future will be those who can shift from parent to partner and from controlling to coaching their employees, and who can outlearn their competition. This session will describe the skills needed for managers to become mentors – powerful partners for learning. Participants will learn how to effectively transfer relevant experience, communicate cutting-edge competence, foster insight-producing discovery, and become a learning coach. Dr. Chip Bell, a Senior Partner with Performance Research Associates, presents the session. Dr. Bell has served as a consultant to corporations like 3M, Cadillac, Chevron, and Duke Energy. He was the VP and Director of Management and Organizational Development for NCNB (now BankAmerica) and is the author of 14 books on mentoring.

NRL Toastmasters Training

Your success in life depends on your ability to verbalize your ideas so they are heard, understood, and acted on. NRL Toastmasters International can help you. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and the Entertaining Speaker.

Forum Club
First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: George Arthur
(202) 767-4389

Thomas Edison Club
Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Tom Rodilosso
(202) 404-4106

Revised Benefits Contacts

Health/Life Insurance and TSP Benefits: If you have questions in these areas, call the Benefits Line at 1-888-320-2917. To carry out health/life insurance and TSP enrollments or changes that affect your paycheck, use the Benefits Line or the web-based EBIS at http://www.donhr.navy.mil/. You can no longer make paper transactions.

Retirement and Survivor Benefits: When you need counseling or have questions, email the HRSC-NE at **BENEFITS_ne@ne.hroc.navy.mil** or call Marsha Wesley at (215) 408-5077, DSN 243-5077; Joanne Frederick at (215) 408-5071, DSN 243-5071; or Dawn DiRenza at (215) 408-5083; DSN 243-5083. Mail retirement and survivior benefit paperwork, as well as designation of beneficiary forms for life insurance and unpaid compensation due from your payroll office to:

Human Resources Service Center-Northeast
Code 51.1
111 South Independence Mall East
Philadelphia, PA 19106-2598

Mailing through the postal service must be done at your own expense – you may not use a government-franked envelope. As an alternative, the NRL Mail Service will forward items via bulk mail. When using the NRL Mail Service, you may: 1) use either a plain or franked envelope or 2) use a messenger envelope addressed to: HRSC-NE, Philadelphia, PA. Be aware that under normal circumstances (pick-up schedules, weekends and holidays) associated with the NRL Mail Service, sending documents through that service could delay your transmittal by 1 to 5 days.